

## **ELECTRONIC COURT RECORDER OPERATOR**

CL 25 to CL 26

Salary Range: \$30,519 to \$54,676/DOE+ 25% COLA (subject to change)

Full-Time Indefinite

Closing Date: Open Until Filled

Vacancy Announcement #06-04

### **POSITION OVERVIEW**

Electronic Court Recorder Operator: Has the dual role of in-court deputy/electronic court recorder operator, attends court sessions, assists with the orderly flow of proceeding including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits both prior to and during trial. Takes notes of proceedings and rulings and prepares minute entries. Drafts judgments for the judge's approval. Swears in witnesses, manages jury panel both prior to and during voir dire, calls calendar and other in court duties as required. Makes a verbatim record of court proceedings on recording equipment. Creates detailed logs of proceedings and participants recorded. Receives and processes duplication and transcript production orders. Catalogues recording material and logs and maintains their proper storage.

### **QUALIFICATIONS**

To qualify for the position of Electronic Court Recorder Operator, a person must possess at least two years of progressively responsible experience in the legal field. Good knowledge of language usage, grammar, and spelling. Skill in operating and maintaining sound equipment, including the ability to locate microphones within the courtroom to pick up voices needed for a complete record. Knowledge of electronic court recording equipment and/or Digital Audio recording preferred. Periodic travel may be required.

### **INFORMATION FOR APPLICANTS**

The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Excellent benefits and retirement system. Incumbent will be required to have a background fingerprint check.

### **How To Apply**

Submit resume, and at least two professional references to: U.S. District Court; Attention: Personnel; 222 W 7th Ave., #4, Room 229; Anchorage, AK 99513-7564. You may also send via fax to: 907-677-6162 or e-mail to: [Marvel\\_Hansbraugh@akd.uscourts.gov](mailto:Marvel_Hansbraugh@akd.uscourts.gov) with "Applicant" in the subject line.

Note: Be sure to include both month and year dates on work history.

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**